

Instructions: Form can be filled on-screen. Use the tab key to navigate form, or click anywhere within the yellow box and begin typing. Check boxes are filled by using the space bar. When completed, print and forward to Publications Unit for filing.

INFORMATION REQUEST RECORD

NAME:

DATE:

Type of Request

Telephone

Written

In person

E-mail

Other

Name of Requestor

Company or Agency

Address:

CITY

STATE

ZIP

COUNTRY

TELEPHONE

WHAT WAS PROVIDED: (CHECK ALL THAT APPLY)

TYPE

HOW MANY

☐ REPRINT(S)

☐ REPORT(S)

☐ TECH MEMO(S)

☐ DATA (TABLES, CHARTS)

☐ ELECTRONIC DATA (DISK, INTERNET)

☐ MISC INFO

☐ INTERVIEW

☐ OTHER (EXPLAIN)

OUTREACH EVENTS (school visits, media contacts, tours, open houses, mentoring, etc.). Please describe the type of event and the number of participants:

Subject Matter:
(e.g., water levels,
zebra mussels,
currents, etc.)